

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

March 9, 2001

SUBJECT: BOARD-UP PROCEDURE - REVISED

PURPOSE: Special Order No. 21, 1999, outlined the board-up procedure to be followed at unsecured commercial locations. Since publication of the Order, it has been noted that the procedure required revision and clarification. This Order revises the Board-Up Procedure to require responding officers to notify the Reporting Person (RP) of a surcharge imposed by the City and assist in answering the RP's inquiries.

PROCEDURE: To assist in the proper handling of potential board-up incidents, the following requirements have been added to the Board-Up Procedure for the field officer to follow:

- * Officers **SHALL NOT** offer board-up service to an RP who is already at the scene. Officers may refer the RP to the local telephone book for a board-up company; and,
- * Officers shall notify the RP that once an officer makes the request to Communications Division and the vendor begins to respond, the business will be assessed the surcharge imposed by the City, and may be charged some or all of the board-up fees, even if the RP arrives at the scene prior to the vendor and cancels the vendor's response.

AMENDMENTS: This Order amends Section 4/203.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Commission Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

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